Tags:	• Project management • Project schedule • Document management • Workflow
Fictional name:	Jim Madison – Project Manager
Job title/major responsibilities:	**"It is impossible to over communicate on a project or initiative."** James Ventura has been with Jim Madison Investments for 9 years. He hired in as part of their futures associate program straight out of college. After rotating through various departments, he found a passion in solving business-technology problems for internal customers. To this end, Jim accepted a project administrator position with the project management office. He learned quickly and, within a year was promoted to business analyst. Two years later, he was promoted to project manager. Besides the opportunity to design and implement technical solutions for customer problems, Jim loves that his job entails such a wide variety of tasks. Jim also recognizes the value provided in active participation in professional organizations. He joined PMI and has earned the Project Management Professional (PMP) certification. He is also a member of IEEE and IIBA, which he joined when first promoted to business analyst. Jim networks with other professionals via social collaboration tools, such as blogs and 1:1 IM communications with fellow professionals to discuss business challenges related to IT project management. He also presents regularly at meetings and conferences of PMI and other organizations. At work, Jim has been given his biggest challenge yet: Implement a new transaction processing system that will move his company from traditional green-screen transaction processing to an interactive Web-based system. He has

	assembled his largest project team to date, including the following: 3 business analysts 1 project administrator 1 business process re-engineering specialist 6 business subject management experts (SMEs) 1 information architect 2 testers (plus 4 end-user functional "sandbox" testers) 6 developers
Demographics:	44 years old, domestic partnership - BS in Business Management - Excellent organizational skills and both written and oral communication skills - Uses MS Project, Telelogic DOORS, HP Mercury Quality Suite, MS SharePoint, and MS Office, including MS Word, MS PowerPoint, MS Visio, and MS Excel - Member of Project Management Institute (PMI), International Institute of Business Analysis (IIBA), and Institute of Electrical and Electronic Engineers (IEEE)
Key Attributes	- Understands the criticality of clear and concise communication at all levels of a project - Addresses technical communications via strict subscription to the company's software development life cycle (SDLC) - Ensures terminology consistency by rigid enforcement of development and use of a project glossary that is reconciled for consistency with the corporate glossary and with industry-standard terminology - Expects entire project team to subscribe to these values

Tasks:	• Facilitates and oversees the project plan • Schedules and facilitates regular project meetings • Documents and manages risks and mitigation strategies • Documents and manages project facilitations tools, including issues logs, parking lot, and inventories of business requirements moved to Day 2 and Day 3 • Maintains the project schedule • Helps author SDLC deliverables, including end-user deliverables • Reports status to upper management • Ensures that all team members maintain all deliverables via the MS SharePoint document collaboration tool. • Provides continuous evaluation of resources needed to keep the project on schedule and within budget • Shares information and about project management discipline with other project managers both within and outside the company • Communicates project progress to his customers via e-mail communications and an intranet Web site; plans to use these tools to help build customer comfort with business process re-engineering changes that will be necessary when the project goes live
Informational Needs/Goals:	• Ensure that all project team members complete communication tasks in a way that is effective and consistent • Figure out ways to gain efficiencies in the communications-related processes • Implement a content reuse strategy across his SDLC deliverables, including end-user deliverables, in a way that will help enforce documentation consistency and accuracy